

ANNEX E: Contractor Manpower Equivalents Reporting

1. CMEs will be documented in TAADS for all contracts for "services" covered by SA memoranda referenced in para 1E and F of base memo. The scope of approvals under referenced SA policies includes GWOT-funded requirements as well as programmed requirements. The following are excepted from documentation: Utilities, Maintenance of Office Equipment (e.g., Copy machines), Foreign Military Sales, production, and construction contracts (with the exception of construction activities in support of OIF/OEF). The definition of services for these purposes is not restricted to the narrow definition of services in the Federal Acquisition Regulation. A test for determining if a reporting requirement exists is: If the requirement is not performed by a contractor, would the mission still need to be done by the Army? If the answer is yes, then the CME needs to be documented in TAADS programmed in SAMAS through the Command's Schedules 8 during POM 10-15, and reported via the CMR website.
2. As with the Contract Manpower Reporting (CMR) system, 1 CME = contracting direct labor man-hours divided by 2,080 (the annualized factor of 1 work year). The same formula for CME reporting must be used by both reporting systems to support the linkage and validation of reported data. The only exception to this rule is when a different availability factor can be substantiated by review of contract documentation and the different availability factor is documented in a concept plan or USAMAA study, as approved by HQDA.
3. Commands are required to establish a process for validating requirements performed by contractors based on a validation of the workload and its priority. An independent assessment of whether the contract, as performed, involves inherently governmental functions, personal services, or could be viewed as evolving to an improper supervisory relationship over federal government employees or members of the military. Such a circumstance is most likely to occur when contractors work on-site with the federal workforce or military, and an approved statutory exception allowing for personal services has not been obtained. Such contracts must be terminated. Initially, the application of the manpower mix criteria to document contractor requirements, and an assessment of the function performed by the contractors, will be used by HQDA to independently evaluate whether any of the above issues require further review.
4. CMEs will be documented as Manpower requirements and authorizations in TAADS by UIC, MDEP, AMSCO, Identity Code, Branch, Grade, Position title, FSC function code and Manpower Mix Criteria (MMC) Code. The identity Code to be used for CME reporting is "T". The Branch Code to be used is "CC". The FSC will be loaded in the "CAFC" field of TAADS. The Grade will be "01" and the Position Title will be "Contract Man-Year Equivalent or CME." TAADS TDAs should reflect the number of CME requirements based on the Commands projected mission needs; and authorizations based on the Commands projected fully funded CME. Requirements may be greater than authorizations. Contact the appropriate PBG Command Manager for clarification. CMEs should be loaded in the appropriate paragraph of the organization where the function or support is provided. If multiple organization/elements are supported or the

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contract does not currently support this level of identification, the CMEs may be loaded in a new paragraph at the end of section II, titled Contractor Manpower. Documentation in a separate paragraph should be minimized as much as possible as it does not fully support the goals of this initiative in validating workforce requirements by function and organization. CMEs will be documented as adds during this Command Plan. Remarks code 49 (non add) will no longer be utilized in FY10 documentation. USAFMSA OPS division is directed to make the required programming changes to permit the documentation of CMEs as add positions. Also review <https://cmra.army.mil> website.

5. CMEs should be documented in the requiring activity. For these purposes, requiring activity is the organization for which responsibility for performing the mission has been assigned, even if the contract is funded or administered out of a different organization. When the funding source for a contract is external to an organization, the CME should be documented in the organization responsible for the mission, similar to the way in which reimbursable civilian employees are documented.
6. Schedules 8 will be submitted via the Resource Requirements Management System (R2MS) to load requirements and authorizations in SAMAS for TAADS documentation on FY10 TDAs and AUGTDAs. We need to improve CME documentation in SAMAS and other databases. For those commands that did not fully submit last year you have another opportunity now to correct CME data. PEGs are being encouraged to review CME data to determine validity and available dollars. Where CMEs reported in Contract Manpower Reporting (CMR) as of 1 Dec 07 are higher than currently reflected in SAMAS Commands must submit Schedule 8s to increase CMEs where workload is enduring. Where CMEs reported in CMR are less than those reflected in SAMAS Commands must correct CMR data. Commands intending to submit in sourcing concept plans must make sure that their CME data is accurate in SAMAS and CMR. Future documentation may require a concept plan.
7. CMEs will be documented by UIC, APE, MDEP, CTYPE, and FSC Code. The CTYPE for CME will be 888; and the Resource Code will be CCME. Commands are to submit their CMEs Schedules 8 to DAMO-FMP, through the R2MS on the PAED web site, as part of their POM 10-15 submission, to load requirements and authorizations in SAMAS for TAADS documentation on FY2010 TDAs and AUGTDAs. CMEs will be programmed based on the Commands projected enduring Contractor requirements for FY10 through FY15. Commands will submit the number of CME requirements (BO-9) based on the Commands projected mission needs; and authorizations (BO-4) based on the Commands projected fully funded (Army/Non Army funded) CME. Data contained in the CMR database can be used as a starting point for the Commands in determining their projected CME needs for FY10 – FY15; but should not be construed as the correct number. For CME spaces that the Command determines to be enduring requirements in the out years and are currently funded with GWOT, they will be reported by entering GWOT in the REIMS Field. CME requirements will not duplicate shortfalls in military or civilian employee requirements.
8. Attached is a listing of the valid FSC Codes to be used for the FY10 Command Plan.

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FSC (PSC) Coding.xls